

APPENDIX B

FOR MANAGEMENT USE ONLY

SECURITY CLASSIFICATION, IF ANY

INVENTORY OF ATTRIBUTES

(Reference: NSA/CSS PMM 30-2, Chapter 340)

SOCIAL SECURITY NO. NAME (Last, First, MI)

RETURN THIS FORM TO HRS BY

GRADE

ORG.

COSC

Supervisor's SOCIAL SECURITY NO. (3) NAME (Last, First, MI)
Information

DATE EMPLOYEE UNDER SUPERVISION (29)
FROM (YY) (Mo) (Da) TO (YY) (Mo) (Da)
GRADE (e.g. GGD1304)

EVALUATION
(24)

ATTRIBUTE DESCRIPTION

INSTRUCTIONS

numeric evaluation using any of the numbers 01 through 99
from the scale below.

01 BELOW AVERAGE 33 AVERAGE 67 ABOVE AVERAGE 99

A. Innovativeness: Consider how well the individual provides problem solutions, shows ingenuity and creativity and pioneers in seeking new ways to complete work faster and more accurately.

B. Effectiveness in working with people: Consider how well the individual meets and deals with others, his/her effectiveness in establishing and maintaining working relationships with peers, subordinates and supervisors.

C. Drive and initiative: Consider the extent to which the individual demonstrates attributes such as forcefulness, aggressiveness and enthusiasm.

D. Personal characteristics: Consider all personal characteristics as they affect the individual's job performance.

E. Subject-matter knowledge: Consider the individual's depth and breadth of knowledges and skills required at his/her present and next higher grade.

F. Advancement potential: Consider how the individual compares with others for advancement to a position of greater responsibility and his/her overall capability for progression within the career field.

NARRATIVE COMMENTS, IF ANY

G. READINESS FOR PROMOTION

In your opinion, how ready is this individual, compared with others in the same grade, to be promoted? Enter the number of the appropriate response in the box at the left.

1. Outstanding growth potential based on demonstrated performance. Promote at first available opportunity.
2. Demonstrates capabilities for increased responsibility. Should be promoted.
3. Performing well in present grade, but not suitable for promotion at this time.
4. Performance does not demonstrate readiness for promotion at this time.

NARRATIVE COMMENTS REQUIRED

H. RANKING WITHIN PEER GROUP (Enter the appropriate numbers to complete the following statement (no two employees can have the same rank). The highest rank is 001, continuing down through the number of employees at that grade level.)

(33)

1. For OF THE EMPLOYEES I SUPERVISE AT THIS GRADE LEVEL, THIS EMPLOYEE RANKS
Immediate Supervisor SUPERVISOR'S SIGNATURE ORGANIZATIONAL TITLE DATE (34) (Mo) (Da)

2. Reviewing OF THE EMPLOYEES IN MY ORGANIZATION AT THIS GRADE LEVEL, THIS EMPLOYEE RANKS
Official ORGANIZATIONAL REVIEWING OFFICIAL'S SIGNATURE ORGANIZATIONAL TITLE DATE